

**HIGHER EDUCATION  
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION

DATE

CLASS CODE/TITLE

CLASSIFICATION REQUESTED

GRADE

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

\_\_\_\_\_  
INST PER REPRESENTATIVE    DATE

\_\_\_\_\_  
INST PRESIDENT/CHANCELLOR    DATE

**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

CLASS CODE

TITLE

GRADE

LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE ☐ UNFAVORABLE ☐

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

(2) Name and title of your immediate supervisor:

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	
Education, special or professional:	
Experience, length in years and kind:	
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	
Physical Requirements	

NARATIVE JUSTIFICATION

